



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5043

BnO 1610.2D
B 07-1
1 Feb 99

BATTALION ORDER 1610.2D

From: Commanding Officer
To: Distribution List

Subj: PERFORMANCE EVALUATION

Ref: (a) MCO P1610.7E

1. Purpose. To establish procedures for the processing of fitness reports within this Organization.

2. Cancellation. BnO 1610.2C.

3. Background. Per the reference, the performance evaluation system is primarily designed to support the selection, promotion and retention of the best qualified Marines. It is through this process that accurate, timely, and complete records of a Marine's performance, potential, and personal and professional qualities are established.

4. Information. All fitness reports will be completed and submitted in an accurate and timely manner. Reporting seniors will not be authorized to detach from this Organization until those fitness reports under their cognizance are completed. The Battalion Commander and Battalion Executive Officer will sight all fitness reports on the Battalion "nucleus" personnel prior to forwarding to higher headquarters. This Order applies to the Battalion "nucleus" only.

5. Action

a. Reporting Senior

(1) Submit fitness reports to the Reviewing Officer as follows:

(a) Within 15 calendar days following the end of the reporting period.

(b) Within 15 days prior to detachment of RS.

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(c) Within 15 days following detachment of MRO.

(2) Provide the S-1 Officer with an updated list, on a quarterly basis, of those Marines for whom you are the RS.

b. Reviewing Officer (RO)

(1) Ensure adherence to the Battalion policy on submitted fitness reports.

(2) Submit completed fitness reports to the Battalion S-1 Officer 15 days following the end of the reporting period.

(3) Forward all adverse enlisted reports to the next officer in the reporting chain. Forward all adverse officer reports for sighting by the general or flag officer within the chain of command.

c. The enclosure is a diagram of the personnel responsible for writing and reviewing fitness reports within this Organization.

d. Battalion S-1 Officer and Battalion Sergeant Major. Review fitness reports and route to the Battalion Commander's secretary.

e. Battalion Commander's Secretary

(1) Maintain a fitness report log for all fitness reports completed on "nucleus" personnel.

(2) Ensure all fitness reports are forwarded to the Battalion S-1 Officer and Battalion Sergeant Major for initial review.

(3) Following initial review, ensure all reports are forwarded to the Battalion Commander/Battalion Executive Officer for final review.

(4) After review by the Battalion Commander/Executive Officer, forward fitness reports as required.

(5) Notify the Battalion Commander/Battalion Executive Officer concerning reports that are late/have not been submitted.

M. E. BENNETT

Distribution: B